

<b>T0:</b> Records Administration Branch 702 Magazine Building		<b>FROM:</b> (DIRECTORATE AND OFFICE) DDI/OER	
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		259	
2 Drawer (free standing)		17	
4 Drawer (correspondence)		300	
5 Drawer (correspondence)		18	
All purpose (with doors)			
Map and Plan File		4	
Kardex ( <u>2 x 18</u> Slides) (1 x 17 slide) (2 x 4 slide)		5	
5 - Drawer Card ( <u>5 x 8</u> size card; <u>varies</u> inches per drawer)		10	
1 x 8 Drawer Card ( <u>5 x 8</u> size card; <u>varies</u> inches per drawer)		3	
1 x 10 OTHER (describe)			
1 x Rolodex		1	
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		11	
5 Drawer (correspondence) used for supplies		22	
Map Cabinet Sections		4	
Map and Plan File			
Kardex ( _____ Slides)			
Safe-T-Stack Units			
- Drawer Card ( _____ size card; _____ inches per drawer)			
- Drawer Card ( _____ size card; _____ inches per drawer)			
OTHER (describe)			
File 13' x 5"		1	
3 drawer file cabinet in vaulted area		1	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections*	<del>10-33</del> 33" 36" 356	<del>1359</del> 2	1	1359	<del>3629</del> 2246 12.5
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf 10" x 2 1/2'	33	2	1	7	38 5.5
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Add-A-Shelf 10" x 2 1/2'	10	21	1	2	2 OK not on floor
Shelf	34	21	1	2	not on floor
IBM Manual file	18	1	1	1	not on floor
25" 2 shelf credenza	18	21	2	2	3

## REMARKS:

Include number of secure and vault areas in which records are stored 2

## \*Book Case Sections

Width	Sections	Height	Total Shelves	Linear Total Feet
10	22	1	22	58
13	116	1	116	299
15	12	1	12	15
24	90	1	90	180
33	1119	1	1119	3077
10-33	1359	1	1359	3629

don't use

30 July 1973  
DATE

STATINTL

FFICER

30 July 1973

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Annual Report of Records Volumes and  
Equipment Inventory


1. Attached are the annual Report of Record Holdings and the Filing Equipment Inventory for the Office of Economic Research, Directorate of Intelligence for fiscal year 1973.

2. Filing equipment on hand currently occupies the following amounts of square footage:

Safes	3,580	
Cabinets	390	
Bookcases	<u>2,291</u>	40 - 33 350
		2 - 36
TOTAL	6,261	sq. feet

3. The following reproduction machines were in use by this office during the reporting period:

<u>Machine</u>	<u>Location</u>
Xerox 660	4F29
Xerox 914	6G17
Xerox 3600	3G31

  
Records Management Officer  
OER/DDI

STATINTL

Attachments:  
As stated above

350 - 33" - 2246 sq ft  
2 - 36" - 12.5 sq ft  
Map Cab 32.5 sq ft